

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

CDPH, Accounting Section  
MS 1601, PO Box 997376  
Sacramento, CA 95899-7376



Employee Name	<u>Horton, Mark</u>
Expense Dates	<u>10/30/09-10/30/09</u>
Total Expense Amount	<u>46.00</u>
Amount Due Employee	<u>24.00</u>
Form ID	<u>TEA000555431</u>

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Ref: TEA0

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After Approval, Mail Receipts To

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MS 1601, PO Box 997376  
Sacramento, CA 95899-7376



Employee Name	Horton, Mark
Expense Dates	10/06/09-10/06/09
Total Expense Amount	474.20
Amount Due Employee	169.00
Form ID	TEA000555402

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/06	Taxi Fare	75.00	
2)	10/06	Taxi Fare	70.00	

2. Forward

I have

Approved  
by:

*[Signature]*  
11/11/09

*[Handwritten notes and signatures]*